

DRAFT
30 January 1956

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)

SUBJECT: Identification of T/O Positions With a Career
Service and Board or Panel

25X1 1. Regulation [] the CIA Career Council and Career Services, as revised on 15 December 1955, provides in paragraph 4, d, (2) that Deputy Directors will designate positions on their Tables of Organization according to the functional and organizational relationship of each position to a Service and Board or Panel. The purpose of this memorandum is to outline procedures and responsibilities for the assignment of position designations.

25X1 2. The primary purpose of the Service, and Board or Panel designations, listed in R [] is to identify each staff employee and staff agent with the Career Service and Board or Panel to which he is assigned. In most instances, these same symbols will serve equally well to identify positions by Career Service and Board or Panel. However, Deputy Directors are not restricted to the use of these specific symbols in identifying positions if they find that other symbols will be more useful in distinguishing between different types of positions under the jurisdiction of a given Service, and Board or Panel. In any case, position designations must be limited as at present, to two letters, the first of which will identify the Service. Upon submission of Tables of Organization indicating position designations, Deputy Directors will attach definitions of all designations used, which will become official when published in an appropriate regulation. The Director of Personnel will provide staff assistance to Deputy Directors in defining position designations and in designating positions.

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3. Deputy Directors, in their capacity as members of the Career Council, have agreed that the following procedures, together with the assignment of responsibilities indicated below, are required to implement this policy.

a. Assignment of Initial Position Designations to T/O Position

(1) The Director of Personnel will furnish Deputy Directors with a current copy of their Tables of Organization.

(2) Deputy Directors will review the positions on their T/O's and record an appropriate position designation for each position.

(3) Deputy Directors and Operating Officials will coordinate with Heads of Career Services to ensure appropriateness of position designations as to Service and Board or Panel.

(4) Within 90 days after receipt of T/O's, Deputy Directors and Operating Officials will forward to the Director of Personnel the completed T/O's showing the position designation assigned to each position together with a definition of the various position designations used.

(5) The Director of Personnel will authenticate the definitions of position designations and the assignment of position designations to T/O positions, will maintain the official records of the designations assigned to T/O positions and provide periodic reports of positions designated to each Service and Board or Panel.

b. Changing of Position Designations

Action to change a position designation may be desirable from time-to-time due to functional changes in the job, changes in organizational responsibility or by agreement between the Operating Officials and Career Services concerned.

L. K. WHITE